

# Advices and comments on how to write successful proposals?

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## Read carefully:

- the programme guide of ERASMUS MUNDUS (EM)
- the relevant call for proposals
- the actual application form
- if you know EM already: the changes between the different calls
- the summaries / homepages of already funded projects in similar (academic) fields

## Contact your ERASMUS MUNDUS National Structure :

- Participate in (inter-)national info days and regional workshops
- Discuss your project idea and ask for advices

- Make sure that your project idea, the content, the targets and the beneficiaries match with the objectives of EM
- Identify the correct action in EM and check possible priorities (e.g. academic fields, target groups like minorities, regions, thematic topics)
- Decide which role you like to take over in the project, esp. applicants need the administrative and financial capacities for realizing the project
- Will you have the support of your Higher Education Institution (HEI)?
- Is your project innovative enough? Depending on the action, e.g.:
  - Academic field, (non-)academic partners, mobility tracks, labour market
  - Products, results, measures
- Check the legal requirements, e.g. EUC, diploma supplement, joint degrees, tuition fees

- Respect the minimum number of EU partners: depending on the action: choose also HEI from Third Countries
- Check the eligibility of your partners
- Reflect the size and capacities of your consortium
- Think about the participation of and support from companies/organisations e.g.:
  - Placements, thesis
  - Additional scholarships
  - Support in identifying special needs for a region or minorities
- Complementarity between the partners: role and responsibility of each partner should be clear for having an added value
- Ensure institutional commitment of all partners
- Do you have the best team on board? Do you know your partners long enough?

# Start with your application now!



- Have your project idea clearly in mind before starting to write your application
- Plan physical meetings with the academic and administrative staff during the preparation phase
- Each partner should be actively involved
- Inform partners early enough which figures/documents/signatures you need
- Set up an activity plan with milestones
- Is there a weakest link? Do you need an "exit solution"?
- Start to write your proposal 3-4 months before the deadline
- Write it in a clear, short and easy understandable way. Let it check from someone who speaks the mother tongue of your proposal (DE/EN/FR)

- Find a meaningful and informative project name and acronym for marketing!
- Present your project in a detailed, coherent and broad way
- Explain the need of your project very detailed for all beneficiaries (e.g. HEI, students, labour market, society)
- Present a detailed dissemination and sustainability strategy – can you transfer the project/the results to similar academic fields/other HEI/other regions
- If required: project duration: realistic time schedule depending on workload
- Financial plan has to reflect partners' participation (Action 1: local tuition fees) – has to be transparent and detailed
- Calculate enough own/other funds – explain the financial sources

- The applicant is mainly responsible for the management!
  - Plan milestones in your project (e.g. meetings, reports, presenting results)
  - Divide the responsibility between the partners and/or between the different boards
  - Applicant is responsible for accounting, funding and controlling
  - Writing the interim and final reports to the EACEA
- Evaluation, quality control, monitoring and audit are very important instruments!  
Internal (through the consortium) and external (through independent experts)
- The summary (!!!) has to be complete and very good formulated
- In general don't forget keywords like: ECTS, diploma supplement, double/joint degrees, recognition/accreditation, integration, institutional commitments, added value, quality assurance, dissemination, sustainability, employability, visibility, transparency

## When preparing the proposal:

- Use additional documents from EACEA homepage like model agreements, financial and administrative handbooks or expert assessment manual

## Esp. for Action 1:

- <http://emap-project.webnode.cz>: EM funded project EMAP: Training workshops of EM National Structures – tips and best practices
- <http://www.joiman.eu>: Guidelines and good practice examples on the administrative issues related to Joint Degrees' management
- <http://www.emqa.eu>: Handbook of excellent higher-education practice - interactive tool to assess your own course
- <http://www.enic-naric.net>: Network for recognition of academic & professional qualifications
- <http://www.eacaconsortium.net>: European Consortium for Accreditation in HE (ECA): Mutual Recognition of Accreditation Results regarding Joint Programmes (MULTRA)
- <http://www.grossroads.eu/about-grossroads?Source=/default.aspx>: Grossroads presents information regarding quality assured and accredited HE in Europe

# Thank you and good luck!



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